



## Job Announcement

<http://mdcourts.gov>

TTY/D use Maryland Relay Service

<b>Opening Date:</b>	May 2, 2008	<b>Closing Date:</b>	May, 16, 2008
<b>Job Title:</b>	Recordation Clerk I	<b>Position Type:</b>	Regular
<b>PIN:</b>	059747	<b>FLSA Status:</b>	Non-Exempt
<b>Location:</b>	Circuit Court for Washington County Hagerstown, Maryland	<b>Grade/Entry Salary:</b>	J05 \$26, 504 - \$31, 368 (Depending on Qualifications)
<b>Financial Disclosure:</b>	No		

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** Assist general public, attorneys, title abstractors and surveyors in person and over the phone in all aspects of this position. Assist customers in identifying, locating and obtaining copies of land and other records, use of microfilm and computer equipment to access records. Answer correspondence received by mail, including desired record, determining any fee and composing reply. Perform civil marriage ceremonies. Arrange incoming land record and other miscellaneous documents in numerical or chronological sequence, prepare them for processing, assign book and page number, scan originals using computer system, index instruments using computer system, verify indexing using computer system, prepare envelopes for return of original documents and note mailing information in computer system. Pick up incoming mail from post office. Sort and deliver incoming mail. Process outgoing mail through automated postage machine. Distribute supplies received from vendors to appropriate areas of the office.

**Education:** High School Diploma or GED.

**Experience:** Two years of general clerical experience; or, One year of related experience examining, reviewing, recording, keyboarding, indexing and verifying documents.

**Skills/Abilities:** Excellent customer service skills. Ability to communicate in a patient and tactful manner with customers and co-workers. Ability to effectively convey directions, instructions, and information to customers and co-workers. Ability to learn, understand and apply job-related terminology, policies, procedures, regulations and laws. Ability to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to understand written, oral or diagram instructions to solve problems or complete tasks. Ability to work efficiently with considerable time constraints. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to lift and move up to 50 lbs. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Circuit Court for Washington County  
Post Office Box 229  
Hagerstown, Maryland 21747  
ATTN: Dennis J. Weaver, Clerk of the Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.